

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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Information Bulletin No. MT-2004-001

To: State Management Team

From: State Director

Subject: Identifying Data Stewards

DD: 10/24/03

Program Area: All program areas.

Background: “The mission of BLM is to sustain the health, diversity, and productivity of the public lands for future generations. We have become dependent on our automated systems and data to assist us with many of our daily land and data management decisions. This dependence will continue to grow. We must ensure the information we use is accurate, reliable, and reflects the professional integrity with which we perform our jobs..... The information legacy we leave behind is crucial to the successful future management of the public lands of the United States.” The goal of data management is that any data used by the Bureau will be legally and scientifically defensible, will be relevant to its business requirements, will be collected and used in a consistent and objective manner, and that data stewards, along with the State Data Administrator, will lead a continuing effort to improve data management and data quality. (IM 2003-238 “Managing BLM Data as a Valued Asset – August 2002”).

National Data Stewards for data subject areas and National User Representatives for bureau applications have been named and can be viewed in the National Data Management and Data Architecture website http://web.blm.gov/data_mgt/contacts/index.htm. Application data can be viewed at the Corporate Metadata Repository website <http://niop3app1.corp.blm.gov/datashopper/default.asp>

It is now time to name data stewards for these same data subject areas and corporate applications at our level of the organization. The instruction memorandum “Data Management Roles and Responsibilities”, IM 2003-149, dated April 15, 2003, explains that managers and supervisors need to take action to understand, use, support, and apply data management through the use of

Employee Performance Plan and Result Reports (EPPRRs) and modifying position descriptions.” The naming of data stewards is a first step in that effort. Further information can be found from the link on the internal Montana web page (<http://web.mt.blm.gov>) called “Data Stewards.”

Purpose: The purpose of this memorandum is to designate individuals within the Montana/Dakotas organization to serve as data stewards for data subject areas and corporate applications (national and state). Attachment 1 lists these data areas and corporate applications and, in some cases, names individuals. These names need to be confirmed or corrected. In addition, if there is a database used within one office or even by one individual that is important to the mission of BLM, please name a data steward and include the information in your response.

Individuals that are identified as data stewards for applications do not have to be the senior technical expert; they must, however, have an in-depth knowledge of the data and how the data is used. In some cases, more than one individual may need to be named.

Action: Please send the data steward names to Norma Smith, State Data Administrator, via email (nsmith@blm.gov). If there are other applications and corresponding data stewards that need to be listed, please forward that information as well.

Contact: Any questions can be directed towards Norma Smith at 406-896-5270 or Robin Stoebe at 406-896-5179.

Signed by: A. Jerry Meredith

Authenticated by: Laura Schmier (MT-932)

1 Attachment

1-Data Stewards (5 pp)

Distribution w/Attn.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

Data Stewards for Data Subject Areas

Data Subject Area	MT/DK Data Steward	National Data Steward
Abandoned Mine Lands	Peter Bierbach, MT923	George Stone, WO-360
Accessibility	Cindy Staszak, MT924	Kay Ellis, WO-250
Air		Peter Teensma, WO-220
Archeology	Gary Smith, MT924	Linda Clark, ID-084
Back Country Byways	Richard Hopkins, MT924	Brad Cownover, WO-250
Business Data		Bob Donelson, WO-850
Cadastral Survey	Tom Deiling, MT926	Bob Ader, WO-350D
Coal	Randy Huescher, MT921 Becky Spurgin, MT921	Bill Lesage, WO-320
Collections and Billings		John Kunzler, BC-640
Commercial Oil and Gas Well Completion and Production Data	Will Lambert, MT922	Donnie Shaw, WO-310
Cultural Heritage	Gary Smith, MT924	Linda Clark, ID-084
Customer Research	Joan Trent, MT923	Max Lockwood, WO-830
Dams Safety	Greg Bergum, MT931	Linda Force, WO-360
Financial Management	Louise Weinland, MT935	John Kunzler, BC-260
Fire Emergency Rehab	William Volk, MT923	Jack Hamby, WO-220
Fire Management	Pat Mullaney, MT925	Corey Grant, FA-130
Fisheries	Gayle Sitter, MT923	Karl Stein, WO-230
Fleet Management	Dotti Green, MT935	Jim Crews, BC-680A
Fluid Minerals	Pas Laborda, MT922	Del Fortner, WO-310
Forestry	Bill Hensley, MT923	Rick Tholen (lead), ID WO-230, Kenny McDaniel (WO-230)
Geothermal		Paul Dunlevy, WO-310
Hazardous Materials	Peter Bierbach, MT923	Nancy Dean, WO-360
Historical Preservation	Gary Smith, MT924	Linda Clark, ID-084
Invasive Weeds	Hank McNeel, MT923	Gina Ramos, WO-220
Land Status	Debbie DeBock, MT934	Gina Ramos, WO-220
Lands & Realty	Phyllis Brosz, MT924	Alzata Ransom, WO-350
Mineral Materials	Dave Coppock, MT921	Durga Rimal, WO-320
Mining Claims	Ed Hughes, MT921 Connie Schaff, MT921	Barbara Gauthier-Warinner, WO-320
National Trails	Richard Hopkins, MT924	Deb Salt, CA-610
Native American Issues	John Bown, MT922	Jerry Cordova, WO-240
NEPA Issues	James Beaver, MT923	Carol MacDonald, WO-240
Nonenergy Leasables	Jim Gruber, MT921	Phil Allard, WO-320
Off Highway Vehicles	Richard Hopkins	Jim Keeler, WO-250
Oil and Gas Bonds	Karen Johnson, MT922	Mary Nagel, WO-310
Oil and Gas Cases	Karen Johnson, MT922	Jay Dougals, WO-310

Oil and Gas Lease Stipulations	James Albano, MT922	Richard Watson, WO-310
Paleontology	Gary Smith, MT924	Mike O'Neill, NM-011
Performance Measures	Pam Dandrea, MT935	Daryl Koncer, WO-830
Plan Boundaries	James Beaver, MT923	Leonard Gore, WO-210
Range	Billy McIlvain, MT923	Time Teuwsaat, WO-220
Range – Livestock Use	Billy, McIlvain, MT923	Ken Visser, WO-220
Range Improvements	William Volk, MT923	Jack Hamby, WO-220
Recreation	Kim Prill, MT924	Terry O'Sullivan, AX WO-250
Recreation Sites and Other Facilities	Kim Prill, MT924 Greg Bergum, MT931	Linda Force, WO-360
Riparian	Roxanne Falise, MT923	Tim Sullivan, WO-220
River Management	Kim Prill, MT924	Lee Larson, WO-250
Soil	William Volk, MT923	Tim Sullivan, WO-220
Solid Minerals	Randy Huescher, MT921	Nick Rieger, WO-320
Spatial Reference Themes	Kathie Jewell, MT932	Ed Harne, WO-210
Surface Management		Nick Rieger, WO-320
Threatened & Endangered Species	Gayle Sitter, MT923	Peggy Olwell, WO-230
Tourism	Cindy Staszak, MT924 Kim Prill, MT924	Angela West, NM WO-250
Transportation/Roads & Trails	Scott DeBock, MT931	Linda Force, WO-360
Vegetation	Hank McNeel, MT923	Sherm Karl, WO-220
Visual Resource Management	Cindy Staszak, MT924	Stear Jacobson, UT-930, Brad Cownover, WO-250
Watershed	William Volk, MT923	Eric Janes, WO-220
Wild Horse & Burro	Linda Coates-Markle, MT010	Don Glenn, WO-260
Wilderness	Cindy Staszak, MT924	Dave Porter, CO WO-240
Wildlife	Roxanne Falise, MT923	Cal McCluskey, ID WO-230
Wildlife – Grasshopper and Mormon Cricket	Hank McNeel, MT923	Cal McCluskey, ID WO-230

User Representatives for National Systems

National System	MT/DK Data Steward	National Data Steward
Automated Lease Management System	Dee Baxter, MT924	Bill Carson, WY-080
Automated Storage, Conversion and Distribution System		Phil Sielaff, FA-262 NIFC
Cadastral Survey Field Notes	Tony Thomas, MT926	Nathan Matthews, ST-150
Corporate Metadata Repository (CMR)	Norma Smith, MT932	Melanie Rhinehart, WO-570D
Directives Index System		Barbara Campbell, ST-150
Emergency Fire Fighter Payroll System		Shari Stewart, FA-220
Facility Inventory Maintenance Management System	Greg Bergum, MT931	Luis Coppa, WO-360
Fire Reporting		Corey Grant, FA-363
Fixed Assets Personal Property (subsystem of FFS)		Jim Crews, BC-680
Forest Vegetation Information System (or Public Domain Forest Inventory System)	William Hensley, MT923	Bill Williams, St-132
General Land Office Automated Records System	Tony Thomas, MT926	Patricia Tyler, ES-963
Geographic Measurement Management	Michael Birtles, MT926	Dennis McKay, AZ-956
Inspect/Enforce Database	Lonnie Bagley, WO	Lonnie Bagley, WO-
Integrated Habitat Inventory Classification System – Part of WFIS WS-6603		Debra Dinville
Inventory Data System	William Volk, MT923	Sherm Karl, ST-132
Investigation Reporting System		Felicia Probert, FA WO-370
Library		Barbara Klassen, St-150
LR 2000		Leslie Cone, WO-330D
Status Module	Debbie DeBock, MT934	Kathy Ferguson, WO-330D
Case Recordation Module	Teri, Bakken, MT934	Andrea Hauger, WO-330D
Legal Land Description Module	Debbie DeBock, MT934	Kathy Ferguson, WO-330D
Mining Claims	Ed Hughes, MT921	Cheryl Laudenbach, WO330D
Bond and Surety System	Karen Johnson, MT922	Andrea Hauger, WO-330D
Management Information System		Terry Brokovich, WO-800
Budget Planning System		Terry Brokovich, WO-800
Collections & Billings System	Teri Bakken, MT934	Chris Turner, BS-610
Customer Research Survey		Janine Velasco, WO-830
Financial Management Information System		Gary Grimstvedt, BC-642
Managerial Cost Accounting System		Terry Brokovich, WO-800
Performance Measurement Data System		Janine Velasco, WO-830
Property Space and Vehicle		Terry Brokovich, WO-800

	Data System		
	National Integrated Land System		Leslie Cone, WO-330D
	GeoCommunicator		Ginny Pyles, WO-330D
	Survey Management and Measurement Management		Leslie Cone, WO-330D
	National Mailing List System		Elaine Downing, CA-690
	National Photo Database		Jim Rolfes, WO-600
	PayCheck	Connie Raynock, MT933	Gail Colbert, HR-210
	QuickHire		Barbara Morrissey, HR-210
	Rangeland Administration System	William Volk, MT923	Leon Pack, ST-134
	Rangeland Improvement Project System	William Volk, MT923	Leon Pack, ST-134
	Recreation Management Information System	Kim Prill, MT924	Leon Pack, ST-134
	Shared Application Computer System – Qualification System		Rick Jensen, FA-320
	Timber Sales Information System	William Hensley, MT923	Tim Bottomley, ST-132
	Lightning		Greg Jensen, FA-263
	Weather		Greg Jensen, FA 263
	Web Library		Larry Hamilton, OR-014
	Wild Horse and Burro Information System	Linda Coates-Markle, MT010	Don Glenn, ST-140

Data Stewards for the Department of the Interior or Other Agency Applications
 (If another DOI application or other agency application is being used where we are responsible for the data that is entered, please add it to the list.)

Application	Data Steward
Federal Personnel and Payroll System (FPPS)	Diane Friez, MT933
Interior Department Electronic Acquisition System (IDEAS)	Mary Clark, MT935
Safety Management Information System (SMIS)	Karilyn Volk, MT930
Wild Horse Identification Management System (WHIMS)	Linda Coates-Markle, MT010
Law Enforcement Network (Lawnnet)	Rhonda Howard, MT913

Data Stewards for Other Applications

(If there is an application that is used in more than one office or an application used in one office that is important to the mission of BLM that is not listed here, please add it to the list.)

Application	Data Steward
Archeological Permits and Collections Database (Archeo)	Gary Smith, David Wade, MT924
Daily Aircraft Cost Summary Database	J. Kent Hamilton, MT925
Finance Codes Database	William Volk, MT923
Historical Index Data Set	Teri Bakken, MT934
Legal Land Stipulations Database	Jim Albano, MT922
Maps Availability Resource System (MARS)	Kathie Jewell, MT932
Montana GIS Requests Database	Kathie Jewell, MT932
Montana Help Desk Database	Robin Stoebe, MT932
Montana Mining Claims Casefile Tracking Database	Connie Schaff, MT921
Montana State Office Casetype Work Database	Debbie DeBock, MT934
Oil and Gas Field Map Menu System	Donna Degner, MT932
Pesticide Use Proposal Database	Hank McNeel, MT923
Position Management Recruitment and Accretion of Duties Proposal Database	Diane Friez, MT933
Records Database	Anita McKenna, MT934
Safety Database	Karilyn Volk, MT930
Serial Number Log	Teri Bakken, MT934
Studies Index System	John Simons, MT050
Table of Organization Database	Patty Hougham, MT933
Transects and Rangeland Health Sites System II (I-SQL and Access Versions)	Larry Padden, MT010 John Simons, MT050
Weeds Database	Hank McNeel, MT923
Wells Database	Will Lambert, MT922
Wild Horse and Burro Applicants Database	Nancy Bjelland, MT010